### ADMIN: Career Development Program

**Project Information**

Develop and implement strategy allowing IS&T to recruit, develop, and retain key talent.

**Core Team**

- **Project Manager**: Steve Filipiak
- **Project Sponsor**: Marilyn Smith / Alison Alden

**IS&T Organizational Dependencies**

- **Dependencies**: Admin, AS, ES, DM, SE, CS, OI, Admin
- **Handoffs**: AS, ES, DM, SE, CS, OI, Admin

**Key Dates**

- **Start Date**: 9/1/10
- **End Date**: 12/17/12

**Key Milestones and Deliverables**

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<tr>
<th>#</th>
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<tr>
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<td>7/22/11</td>
<td>9/15/11</td>
<td>Overdue</td>
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<td>4</td>
<td>Map Employees To PM And BA Job Families</td>
<td>9/30/11</td>
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<td>Overdue</td>
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<td>5</td>
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<td>6</td>
<td>Map Employees To Remaining Job Families And Levels</td>
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<td>7</td>
<td>Create Career Paths For PM And BA</td>
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</table>

**Scope**: No change.

**Budget/Resources**: Internal Resources. GIB funded.

**Sponsor**: No change.

**Project Timeline**: Change of scope and approach (using pilots) put project 2-3 months behind.

---

### ADMIN: Product and Service Portfolio Management Phase

**I - Desktop Release Processes**

**Close**

**Project Information**

The overall effort focuses on the processes by which IS&T introduces products and services to the MIT community. This includes the various steps involved in a software release process, IST service portfolio management, defining escalation paths and support levels, and change communication.

Phase I is limited to developing release processes for desktop products and a decision guide for release managers, and piloting these tools with a minimum of three release teams in order to incorporate feedback and improve the tools.

**Core Team**

- **Project Manager**: Patricia Sheppard
- **Project Sponsor**: Steve Gass, Libraries

**IS&T Organizational Dependencies**

- **Dependencies**: SE, CS, OI, AS, ES, DM, SE, CS, OI, Admin
- **Handoffs**: SE, CS, OI, AS, ES, DM, SE, CS, OI, Admin

**Key Dates**

- **Start Date**: 7/27/10
- **End Date**: 6/30/11

**Key Milestones and Deliverables**

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**Scope**: Product Release Checklists and decision matrix are being rolled out.

**Budget/Resources**: This project is using solely FTE resources from across functional areas in IST.

**Sponsor**: Libraries is sponsoring this phase of the project.

**Project Timeline**: Roll outs took longer than expected, not as many releases being piloted.
**Monthly Project Snapshot**

477 ADMIN: Product and Service Portfolio Management Phase II - IS&T Service Portfolio: Phase I Prototype

**Last Updated**

2/27/12 4:31:24 PM

**Timeline Status**

Current

**Scope Status**

- This effort is coordinated with the implementation of the IS&T Service Catalog and redesign of the IS&T Website as well as the Remedy Change Management pilot in O&I.
- Scope was scaled back from a software development and content creation project to a prototype delivery project.
- Prototype was successfully demoed to IS&T Senior Staff in February and the team is currently putting together a business case (resources, budget, high level scope and timeline) for the implementation of a system of record. To be reviewed with sponsor mid March.

**Budget/Resources Status**

**Sponsor Relationship Status**

- Meeting every month for status briefs and issue resolution.
- Also meeting every month with IS&T Service Catalog team.

**Project Timeline Status**

- Conceptual modeling took longer than first anticipated.
- Time spent negotiating technology options for prototyping with web services set timeline back by approximately four weeks.
- Data collection has been minimal as team focused on functionality of prototype.
- Project was challenging as project team is operational in nature and dedicating time to this effort has been difficult.

### Project Information

In support of the product and service delivery, create a service portfolio prototype to support the release processes (identify owners, orphans, levels of support and escalation paths). In addition, create software advisory board to manage the portfolio, answer questions and make recommendations to staff doing releases, evaluate and improve the processes, and address community requests and issues.

### Core Team

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Project Manager</td>
<td>Patricia Sheppard</td>
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<tr>
<td>Project Sponsor</td>
<td>Barbara Goguen</td>
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### IS&T Organizational Dependencies

#### Dependencies

- DM
- AS, ES, DM, SE, CS, OI, Admin

#### Handoffs

- DM
- AS, ES, DM, SE, CS, OI

### Key Dates

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### Key Milestones and Deliverables

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## Project Information

Develop common project management guidelines and tools for each phase of a project life cycle.

### Core Team

- **Project Manager**: Patricia Sheppard (IS&T Senior Staff)
- **Project Sponsor**: IS&T Senior Staff

### IS&T Organizational Dependencies

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## Scope Status

Develop shared set of steps and roles/responsibilities for initial phases of the project life cycle, identify common tools for stakeholder analysis and engagement, engaged with other teams to socialize best practices (including conceptual modeling, usability and accessibility, and reporting requirements), developed communication plan templates for various audiences. For access and list of completed templates, please see the CoP wiki: [https://wikis.mit.edu/confluence/x/LLCsB](https://wikis.mit.edu/confluence/x/LLCsB)

Currently task list by phase draft completed.

Project Community of Practice soft roll out in December 2011.

Focus on requirements gathering as Community of Practice moves forward.

## Budget/Resources Status

- [Access CoP wiki](https://wikis.mit.edu/confluence/x/LLCsB)
- [Access completed templates](https://wikis.mit.edu/confluence/x/LLCsB)

## Sponsor Relationship Status

- [Access CoP wiki](https://wikis.mit.edu/confluence/x/LLCsB)
- [Access completed templates](https://wikis.mit.edu/confluence/x/LLCsB)

## Project Timeline Status

Working group met every week through June 2011. Group currently met every other week through December 2011. Group is transitioning to a Project Community of Practice (open to all) and meeting once a month starting January 2012.
### Project Information

**AS: Appointment Process Redesign 2.0**

**Last Updated** 9/26/11 6:02:54 PM

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**Scope Status**

Current scope:
1. Set of 12 tickets as approved by ASPCC.
2. Short term doc attachment solution for APR on an upgraded Ixos server.

**Budget/Resources Status**

Set of 12 enhancements that are approved by ASPCC cost $400K - $600K.

Ixos upgrade budget is $20K.

Additional cost for the short term solution for document attachment for APR is $60K - $80K.

**Sponsor Relationship Status**

Sponsors are very engaged and aware of the timeline and cost for the identified scope. The decision on what will be in the final scope and the sequence of delivery is still being worked out between business owners and the Assistant Deans.

**Project Timeline Status**

Set of 12 enhancements and short term doc attach solution will be complete in 6-8 months.

---

### Core Team

- **Project Manager**: Shridhar Kulkarni
- **Project Sponsor**: Gerry O'Toole

### IS&T Organizational Dependencies

- **Dependencies**: AS
- **Handoffs**: AS

### Key Dates

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### 509 AS: Day to Day Operations

**Prepare**

**Last Updated** 10/11/11 5:29:6 PM

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**Scope Status**

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**Project Timeline Status**

Set of 12 enhancements and short term doc attach solution will be complete in 6-8 months.

---

### Core Team

- **Project Manager**: Israel Ruiz
- **Project Sponsor**:

### IS&T Organizational Dependencies

- **Dependencies**: AS, ES, DM, SE, CS
- **Handoffs**: AS, ES, DM, SE, CS

### Key Dates

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### Project Information

MIT in support of its commitment to operational excellence is standing up a team to identify, organize and successfully manage the operational needs of SAP related administrative systems.

**Core Team**

- **Project Manager**: Israel Ruiz
- **Project Sponsor**:

### IS&T Organizational Dependencies

- **Dependencies**: AS, ES, DM, SE, CS
- **Handoffs**: AS, ES, DM, SE, CS

### Key Dates

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503  AS: Enterprise Learning Phase II Implementation

Project Information
The project is intended implement a training needs identification and compliance management system by extending SAP standard functionality. The system will replace EHSWeb and serve as a foundation for similar requirements to other training departments e.g. OSP, VPF, Facilities, HR, IS&T.

Core Team
Manager: Bill VanSchalkwyk, Maraget-Ann Grey, Smith
Core Team: Colleen Leslie

IS&T Organizational Dependencies
Dependencies: Handoffs
DM, SE: AS

Key Dates
Start Date: 4/1/11
End Date: 3/31/12

508  AS: Global Initiatives - Short Term

Project Information
Implement short term improvements for CUR (campus) and SMART users. List of short term improvements is:
- Document attachment for Invoices/PO's;
- Citibank Giro interface for payments;
- Implement a Fixed Assets solution;
- Implement electronic workflow for SMART requisitions;
- Address CUR company code foreign currency issues;
- Deliver summary statement and detail transaction report in data warehouse;
- Develop and load financial tables / views for SMART in data warehouse.

Core Team
Project Manager: Israel Ruiz
Project Sponsor: Colleen Leslie

IS&T Organizational Dependencies
Dependencies: Handoffs
AS, DM: AS, DM

Key Dates
Start Date: 4/1/11
End Date: 12/30/11
Project Information

The project's goal is to fully automate the processing of Hourly-paid student appointment transactions. This involves:
1. Creating a new web-based data-entry form from which student administrators will create, change and terminate hourly-paid student positions
2. Enabling SAP workflow and creating an inbox accessible from the web to allow approvers to approve or reject transactions
3. Automating the saving of transactions to SAP
4. Developing an SAP transaction log to allow the HR-Pay service center to review and resolve errors
5. Providing statistics and reporting

Key Stakeholders:
- Student Financial Services
- Office of the Dean for Graduate Education
- International Students Office
- HR-Payroll Service Center

Co-Sponsor: Betsy Hicks

Core Team
- Project Manager: Karon McCollin
- Project Sponsor: Gerard O'Toole

IS&T Organizational Dependencies
- Dependencies: SE
- Handoffs: SE

Key Dates
- Original Start Date: 9/1/11
- Original End Date: 5/31/12
- Revised Start Date: 9/12/11
- Revised End Date: 5/31/12

Key Milestones and Deliverables

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<th>Revised Begin</th>
<th>Revised End</th>
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<td>Complete prototype</td>
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<td>2</td>
<td>Change/Cancel Appointment</td>
<td>10/6/11</td>
<td>1/24/12</td>
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<td>3</td>
<td>View Transaction</td>
<td>11/28/11</td>
<td>1/24/12</td>
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<td>View Appointment</td>
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<td>3/21/12</td>
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<td>6</td>
<td>Pilot Go-Live</td>
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<td>7</td>
<td>Customer Training</td>
<td>4/16/12</td>
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<td>8</td>
<td>General Go-Live</td>
<td>5/1/12</td>
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<td>9</td>
<td>Post Go-Live Support</td>
<td>5/1/12</td>
<td>5/31/12</td>
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<td>Not Started</td>
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</table>

Scope Status
- Project scope is stable.

Budget/Resources Status
- Budget: On Plan.
- Resources: plan to extend QA consultant; due to challenges faced throughout the project we had to modify our rollout strategy. We now plan to roll out the Create Appointment and View Transactions on the proposed go-live date, and release Change/Cancel Appointment at a later date. As a result we will need to extend the BA/QA consultant to assist with the remaining test effort. The extension should not materially affect the budget because a contingency was included for this line item during earlier planning.

Sponsor Relationship Status
- Excellent! sponsors are very engaged.

Project Timeline Status
- Due to the schedule and resources challenges we have faced throughout the project, we used up all our slack (6 weeks). The team has worked diligently to keep us on track to go live by the end of March (3/28) as planned.
- Decision pending: We need to determine the best time to release Change/Cancel appointment and the View Appointment Cognos Report. A decision is also pending regarding the release date of the HSA application to the DLC users who are not involved in the pilot.
469 CS: Athena Working Group Phase I - Public Printing Environment

Project Information
This is the implementation project for Phase I recommendations around Athena / Public Printing coming out of the Athena Working Group as approved in Sep. 2010 by Dan Hastings, Marilyn Smith, and the MITCET.

The project involves an infrastructure upgrade and deployment in OI for a Pharos based printing infrastructure jointly administered by MIT Enterprise Services (DSL) and IS&T. The project also involves close collaboration with key student cohorts (UA, GSC, SIPB, others) to design, pilot, and eventually deploy hold and release print stations that work for students in a public cluster and dorm environment.

Core Team
Project Manager
Dan Hastings, Marilyn Smith, MITCET

IS&T Organizational Dependencies
Dependencies
OI
Handoffs
CS, OI

Key Dates
Original
Start Date 9/17/10
End Date 9/30/11
Revised
Start Date 9/17/10
End Date 9/30/11

Key Milestones and Deliverables
# Name Begin Original End Rev. End Task Status

470 CS: Athena Working Group Phase I - Public Student Kiosk Pilots

Project Information
This is the implementation project for Phase I recommendations around Athena / Public Student Kiosks coming out of the Athena Working Group as approved in Sep. 2010 by Dan Hastings, Marilyn Smith, and the MITCET.

The project involves piloting more cost-effective public student kiosks to potentially replace the Athena QuickStations currently in use with virtualized thin clients or virtual desktops, with a goal of more narrowly targeted kiosks optimized for web, email, and printing functions.

Core Team
Project Manager
Dan Hastings, Marilyn Smith, MITCET

IS&T Organizational Dependencies
Dependencies
OI
Handoffs
CS, OI

Key Dates
Original
Start Date 9/17/10
End Date 9/30/11
Revised
Start Date 9/17/10
End Date 9/30/11

Key Milestones and Deliverables
# Name Begin Original End Rev. End Task Status
### 488 CS: Hermes Upgrade

**Project Information**
The version of Confluence (v.2.8.2) on which Hermes runs needs to be upgraded.

**NOTE:** NOT FOR FEB 2011 PROJECT REVIEW. Intended as a placeholder only at this time. (Jan '11)

**Core Team**
- Project Manager: Barbara Goguen

**IS&T Organizational Dependencies**
- Dependencies: CS
- Handoffs: CS

**Key Dates**
- **Original**
  - Start Date: 7/1/11
  - End Date: 10/28/11
- **Revised**
  - Start Date: 7/1/11
  - End Date: 10/28/11

**Key Milestones and Deliverables**

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<th>End Original</th>
<th>Rev. End</th>
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**Scope Status**
None

**Budget/Resources Status**

**Sponsor Relationship Status**

**Project Timeline Status**

---

### 520 Digitizing Forms and Petitions

**Implementation**

**Project Information**
Implement paper forms to an online system

**Core Team**
- Project Manager: Mary Callahan, Eamon Kearns

**IS&T Organizational Dependencies**
- Dependencies: ES
- Handoffs: ES

**Key Dates**
- **Original**
  - Start Date: 1/2/12
  - End Date: 6/28/13
- **Revised**
  - Start Date: 1/2/12
  - End Date: 6/28/13

**Key Milestones and Deliverables**

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<th>End Original</th>
<th>Rev. End</th>
<th>Task Status</th>
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</table>

**Scope Status**

**Budget/Resources Status**

**Sponsor Relationship Status**

Sponsors are engaged and are working with the team

**Project Timeline Status**

The project implementation estimate is in progress. The project will have multiple tracks. Each of the 4 forms will have an implementation track - Registration Correction, HASS Concentration, Late Add and Drop, Graduate Student Petition are the first set of forms being implemented.

Sponsors are engaged and are working with the team

### Functional Specifications are in progress for Registration Correction and HASS Concentration are in progress. Functional Specifications for Late Add/Drop and Graduate Student petition will follow. Implementation timeline has not been estimated, expected to be estimated after specification has been completed.
The RAFT (Reporting and Forecasting Tool) project provides a targeted tool for departments, labs and centers to view the financial health of particular cost objects at a particular point in time according to a user-defined collection of GL categories. Features include:

- Development of user-friendly scenario and forecasting system that address PI resources, group resources and overall DLC resources.
- Provide a comprehensive view of DLC resources that takes into account financial commitments, existing resources, staff, faculty and student appointments and support requirements.
- Development of a forecasting and reporting that can be adapted for institution-wide roll out.
- Develop basic modeling and forecasting using “what if” scenarios, hypothetical appointments and funding.
- Download and/or create pre-defined reports.
- Demonstrate the integration of data from multiple sources. (including SAP, COEUS, and ESDS)

This tool will help users to track the causes of variance against expectations. It is also useful for reporting the current financial status to primary investigators.

Phase II includes:

- Extension and development of additional functionality to support departmental needs. This includes:
  - COEUS Proposal and Award Budgets
  - COEUS Rate integration
  - Ability to enter expense and person forecasts
  - Multiple what-if scenarios encompassing multiple projects/people per user
  - Ability to store and label search criteria for later reuse
  - Ability to define project years/periods
  - Additional collection of standard reports

Core Team

Project Manager: Amon Horne
Project Sponsor: Claude Canizares

Key Dates

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<tr>
<th>Original Start Date</th>
<th>Revised Start Date</th>
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Key Milestones and Deliverables

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<tr>
<td>1</td>
<td>Requirements Gathering</td>
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<td>6/1/10</td>
<td>Completed</td>
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<td>2</td>
<td>Design</td>
<td>4/12/10</td>
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<td>3</td>
<td>RAFT PI: Release 1.2</td>
<td>4/15/10</td>
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<td>Completed</td>
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<td>4</td>
<td>Release 1 (Internal)</td>
<td>10/26/10</td>
<td>10/26/11</td>
<td>Completed</td>
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<td>5</td>
<td>Release 2 (Internal)</td>
<td>12/23/10</td>
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<td>Completed</td>
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<td>Scenarios Focus Group</td>
<td>5/2/11</td>
<td>7/21/11</td>
<td>Completed</td>
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<tr>
<td>8</td>
<td>Development</td>
<td>5/9/11</td>
<td>5/30/11</td>
<td>Overdue</td>
</tr>
<tr>
<td>9</td>
<td>Scenarios Deployment</td>
<td>6/1/11</td>
<td>6/7/11</td>
<td>Overdue</td>
</tr>
<tr>
<td>10</td>
<td>Testing</td>
<td>5/9/11</td>
<td>5/9/11</td>
<td>Overdue</td>
</tr>
<tr>
<td>11</td>
<td>Internal</td>
<td>6/6/11</td>
<td>6/6/11</td>
<td>Overdue</td>
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<td>Client Onboarding</td>
<td>6/13/11</td>
<td>6/28/11</td>
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<td>COEUS: Initial Public Deployment</td>
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<td>9/11/11</td>
<td>Overdue</td>
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<td>15</td>
<td>Accelerated Client training/rollout</td>
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<td>10/17/11</td>
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<td>Full Deployment RAFT</td>
<td>10/24/11</td>
<td>10/24/11</td>
<td>Overdue</td>
</tr>
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</table>

Scope Status

- In review with sponsor/key stakeholders:
  * All scope for PII except for scenarios complete
  * Scenario functionality identified and confirmed with SC

This item will get reviewed in release 3

Budget/Resources Status

- Budget utilization is increased due to use of consultants.

Sponsor Relationship Status

- On track.
- Strong Steering Committee support
- Strong core sponsor support

Project Timeline Status

- Timeline pushed out due to:
  * Matching timeline with COEUS
  * Resource constraints

- Resource constraints have been resolved.
## Project Information

### DM: Reporting Solution Implementation

**Info not provided**

### ES: Student Accounts Implementation

**In FY'11, the Student Accounts Requirements project was initiated to take an overall view of the existing business processes and systems to determine areas of improvement. The project team identified many areas of research to address and worked together with SFS to analyze areas of concern.**

For FY'12, the Student Accounts Implementation project will focus on two short-term projects to help reduce the manual effort required in SFS and technical research to identify future strategic projects.

**Projects:**
- Sponsor Billing Replacement
- Charge Assessment Application
- Technical Research of the Application of Payments and Statement Programs

### Core Team

**Project Manager**
Deb Leitch

**Project Sponsor**
Lori Singer

**Project Manager**
Betsy Hicks

### IS&T Organizational Dependencies

**Dependencies**
ES

**Handoffs**
ES

### Key Dates

**Start Date**
7/18/11

**End Date**
6/30/12

### Key Milestones and Deliverables

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<td>9/30/11</td>
<td>9/30/11</td>
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<td>2</td>
<td>Develop initial training/documentation</td>
<td>7/18/11</td>
<td>9/30/11</td>
<td>Overdue</td>
<td></td>
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<tr>
<td>3</td>
<td>Initial Configuration of Cognos Product</td>
<td>7/18/11</td>
<td>8/5/11</td>
<td>Overdue</td>
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<tr>
<td>4</td>
<td>Cognos environment in Production</td>
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<td>10/3/11</td>
<td>Overdue</td>
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<td>5</td>
<td>First Group of reports for each area are ready</td>
<td>10/3/11</td>
<td>1/2/12</td>
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<td>1/2/12</td>
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<tr>
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<td>Develop basic report writing materials</td>
<td>10/3/11</td>
<td>1/2/12</td>
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<td>1/2/12</td>
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<td>1/2/12</td>
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<td>4/2/12</td>
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<td>11</td>
<td>Catalog of pre-built reports continues to grow</td>
<td>1/2/12</td>
<td>3/9/12</td>
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### 506 ES: Student Accounts Implementation

**Execute & Control**

**Last Updated**
7/21/11 5:10:29 PM

**Timeline Status**
Current

### Core Team

**Project Manager**
Lori Singer

**Project Sponsor**
Betsy Hicks

### IS&T Organizational Dependencies

**Dependencies**
ES

**Handoffs**
ES

### Key Dates

**Start Date**
7/5/11

**End Date**
6/29/12

### Key Milestones and Deliverables

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<tr>
<td>3</td>
<td>SB: Technical Design</td>
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<td>12/16/11</td>
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<tr>
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<td>SB: Development</td>
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<td>2/3/12</td>
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<td>Overdue</td>
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<td>SB: User Testing</td>
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<td>SB: Launch</td>
<td>3/14/12</td>
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501 ES: Digitizing Forms and Petitions Assessment

Project Information
The objectives of the Assessment phase are:
- Gather requirements for the 5 selected forms in each of the business areas.
- Map requirements to the capabilities of the OS workflow tool.
- Identify potential functionality across forms (landing page, messaging, notification).
- Create prototype for 2 of the forms.
- Evaluate requirements and formulate options.

Core Team
Project Manager: Zahida Taher
Project Sponsor: Mary Callahan, Eamon Kearns

IS&T Organizational Dependencies
Dependencies: ES
Handoffs: ES

Key Dates
Original End Date: 1/17/11
Revised End Date: 7/31/11

Key Milestones and Deliverables

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<tr>
<td>2</td>
<td>Map requirements to Workflow tool</td>
<td>4/11/11</td>
<td>5/31/11</td>
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<td>Completed</td>
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<td>3</td>
<td>Review findings and approach with sponsors and Department Heads</td>
<td>7/18/11</td>
<td>8/31/11</td>
<td>8/31/11</td>
<td>Completed</td>
<td></td>
</tr>
</tbody>
</table>

Scope Status
Scope for the project is defined and has buy-in from the sponsors.

Budget/Resources Status
Project is in the Assessment phase. Project is within budget.

Sponsor Relationship Status
Sponsors are engaged and are working with the team.

Project Timeline Status
Project is in the Assessment phase, expected to be followed by an implementation phase.
Work done to-date:
- Created and reviewed requirement documents for Add/Drop, HASS Concentration, Credit Balance Authorization, Late Add/Drop and Graduate Student Petitions.
- Mapped requirements to OS workflow capabilities matrix.
- Created and reviewed prototype with the sponsors.
Next Steps:
- Meet with Department Heads and review work done to-date and plan for moving forward (meetings to be setup by July end).

519 ES: Housing Replacement Analysis Project

Project Information
Info not provided

Core Team
Project Manager: Jonathan Magsino
Project Sponsor: Henry Humphries

IS&T Organizational Dependencies
Dependencies: ES
Handoffs: ES

Key Dates
Original Start Date: 12/5/11
Original End Date: 7/27/12
Revised Start Date: 12/5/11
Revised End Date: 7/27/12

Key Milestones and Deliverables

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Scope Status
Scope for the project is defined and has buy-in from the sponsors.

Budget/Resources Status
Project is in the Assessment phase. Project is within budget.

Sponsor Relationship Status
Sponsors are engaged and are working with the team.

Project Timeline Status
Project is in the Assessment phase, expected to be followed by an implementation phase.
Work done to-date:
- Created and reviewed requirement documents for Add/Drop, HASS Concentration, Credit Balance Authorization, Late Add/Drop and Graduate Student Petitions.
- Mapped requirements to OS workflow capabilities matrix.
- Created and reviewed prototype with the sponsors.
Next Steps:
- Meet with Department Heads and review work done to-date and plan for moving forward (meetings to be setup by July end).
## 515 ES: IAP System Replacement

### Project Information
The IAP System Replacement project is an effort to both provide enhanced functionality for the users and to update the underlying technology. This new system will:
- Increase usability and overall efficiency for end-users
- Enable increased independence for departmental IAP administrators
- Improve integration with other MITSIS applications
- Upgrade the underlying technology to align with the roadmap

### Core Team
- **Project Manager**: Madge Lewis
- **Project Sponsor**: Julie Norman, Dean, UAAP

### IS&T Organizational Dependencies
- **Dependencies**: ES
- **Handoffs**: ES

### Key Dates
- **Start Date**: 4/6/11
- **End Date**: 4/24/12

### Key Milestones and Deliverables

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<td>6</td>
<td>Implementation</td>
<td>4/16/12</td>
<td>6/1/12</td>
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## 518 ES: Online Financial Aid Decision (OFA)

### Project Information
Info not provided

### Core Team
- **Project Manager**: Zahida Taher
- **Project Sponsor**: Betsy Hicks

### IS&T Organizational Dependencies
- **Dependencies**: ES
- **Handoffs**: ES

### Key Dates
- **Start Date**: 9/14/11
- **End Date**: 5/1/12

### Key Milestones and Deliverables

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
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<th>Rev. End</th>
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<td></td>
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</tbody>
</table>
## Monthly Project Snapshot

### Project Information

**Release 3** includes the following tracks:
- Enhancements
- Rewrite of the Grade Application Job
- Instructor Assignment Application
- Automating creation of write-in and special report registration and grading data

### Core Team

- **Project Manager**: Zahida Taher
- **Project Sponsor**: Mary Callahan, Eamon Kearns

### IS&T Organizational Dependencies

<table>
<thead>
<tr>
<th>Dependencies</th>
<th>Handoffs</th>
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<tbody>
<tr>
<td>ES</td>
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### Key Dates

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<tr>
<td><strong>Original</strong></td>
<td>8/1/11</td>
<td>9/12/11</td>
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<tr>
<td><strong>End Date</strong></td>
<td>9/28/12</td>
<td>4/13/12</td>
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### Key Milestones and Deliverables

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<tr>
<th>#</th>
<th>Task</th>
<th>Begin</th>
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<th>Rev. End</th>
<th>Task Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervisor Assignment Design</td>
<td>9/12/11</td>
<td>10/31/11</td>
<td>10/31/11</td>
<td>Completed</td>
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<tr>
<td>2</td>
<td>Supervisor Assignment Development</td>
<td>10/10/11</td>
<td>12/9/11</td>
<td>12/9/11</td>
<td>Completed</td>
</tr>
<tr>
<td>3</td>
<td>Supervisor Assignment SIT</td>
<td>12/6/11</td>
<td>1/6/12</td>
<td>1/6/12</td>
<td>Completed</td>
</tr>
<tr>
<td>4</td>
<td>Supervisor Assignment UAT</td>
<td>1/3/12</td>
<td>1/27/12</td>
<td>1/27/12</td>
<td>Completed</td>
</tr>
<tr>
<td>5</td>
<td>Supervisor Assignment Deployment</td>
<td>1/30/12</td>
<td>2/10/12</td>
<td>Not Started</td>
<td>Overdue</td>
</tr>
<tr>
<td>6</td>
<td>Write-In and SR Automation Development</td>
<td>1/2/12</td>
<td>3/30/12</td>
<td>Not Started</td>
<td>Overdue</td>
</tr>
<tr>
<td>7</td>
<td>Grade Application Parallel Testing</td>
<td>10/3/11</td>
<td>10/28/11</td>
<td>10/28/11</td>
<td>Completed</td>
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<tr>
<td>8</td>
<td>Grade Application UAT</td>
<td>1/9/12</td>
<td>2/3/12</td>
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</tr>
<tr>
<td>9</td>
<td>Write-In and SR Automation Design</td>
<td>10/3/11</td>
<td>2/23/12</td>
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<td></td>
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<tr>
<td>10</td>
<td>Instructor Assignment Design</td>
<td>10/10/11</td>
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<tr>
<td>11</td>
<td>Instructor Assignment Development</td>
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<tr>
<td>12</td>
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<tr>
<td>13</td>
<td>Instructor Assignment UAT</td>
<td>3/5/12</td>
<td>3/30/12</td>
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<td>14</td>
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<td>4/2/12</td>
<td>4/13/12</td>
<td>Not Started</td>
<td>Overdue</td>
</tr>
</tbody>
</table>

### Scope Status

- Functional Spec for Supervisor Assignment is in progress expected to be completed by 10/31
- Business Design for Instructor Assignment is in progress, expected to be completed by 11/30
- Analysis of creating registration records and updating grade data in progress, expected to be completed by 11/18

### Budget/Resources Status

- Budget is on track

### Sponsor Relationship Status

- Sponsors are engaged and help with escalating issues and making decisions

### Project Timeline Status

- Timeline for implementation of the various tracks needs to be finalized
The Scheduling Analysis project is the first step in replacing the existing Classroom and Student Scheduling system. This new system will:
- Meet the current needs of the Registrar’s Office and Academic Departments, and
- Be flexible enough to support future changes

This project contains the following phases:
1. Requirements Phase: Complete
2. Solution Decision Phase: Complete
3. Detail Design Phase: Create the Functional Specification and Technical Design documents. In addition, identify how to address all integration points. (this phase is in-progress)

At the end of this project, a detailed schedule, budget and resource plan will be documented for the implementation project.
# 521 Intelligent Messaging

**Execute & Control**

<table>
<thead>
<tr>
<th>Last Updated</th>
<th>Timeline Status</th>
<th>Scope Status</th>
<th>Budget Status</th>
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<tbody>
<tr>
<td>1/30/12 12:10:25 PM</td>
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**Project Information**
Display of rules based messaging for students and advisors during Online Registration.

**Core Team**
- **Project Manager**: Mary Callahan, Eamon Kearns

**IS&T Organizational Dependencies**
- Dependencies: ES
- Handoffs: ES

**Key Dates**

<table>
<thead>
<tr>
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<th>Original</th>
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**Key Milestones and Deliverables**

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# 522 Limited Enrollment

**Execute & Control**

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**Project Information**
Info not provided

**Core Team**
- **Project Manager**: Mary Callahan, Eamon Kearns

**IS&T Organizational Dependencies**
- Dependencies: ES
- Handoffs: ES

**Key Dates**

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<td>1/30/12</td>
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<tr>
<td><strong>End Date</strong></td>
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<th>Scope Status</th>
<th>Budget/Resources Status</th>
<th>Sponsor Relationship Status</th>
<th>Project Timeline Status</th>
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</table>
### Monthly Project Snapshot

**466 OI: Critical Network Security Controls**

**Project Information**
- Assessment and implementation of critical network security controls (including log management, firewall, intrusion prevention/detection & firewall, and authenticated wireless security)

**Core Team**
- Project Manager: Timothy McGovern
- Project Sponsor: EVP

**IS&T Organizational Dependencies**
- Dependencies: OI
- Handoffs: OI

**Key Dates**
- Start Date: 7/1/10
- End Date: 1/31/12

**Key Milestones and Deliverables**

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<td>Preliminary review</td>
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<td>2</td>
<td>Recommendation on feasibility study</td>
<td>7/1/10</td>
<td>9/1/10</td>
<td>9/1/10</td>
<td>Completed</td>
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<td>3</td>
<td>Technical evaluation &amp; PILOT of network security products and Technical analysis</td>
<td>1/3/11</td>
<td>10/31/11</td>
<td>Overdue</td>
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</tr>
<tr>
<td>4</td>
<td>Logging &amp; Analysis</td>
<td>1/17/11</td>
<td>3/8/11</td>
<td>3/30/11</td>
<td>Completed</td>
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<td>5</td>
<td>Roll-out of secure wireless</td>
<td>1/10/11</td>
<td>1/31/12</td>
<td>Overdue</td>
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<tr>
<td>6</td>
<td>Implement selected network security product</td>
<td>4/1/11</td>
<td>1/31/12</td>
<td>Overdue</td>
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<tr>
<td>7</td>
<td>Campus Wide Communications on Security Wireless</td>
<td>7/20/11</td>
<td>12/30/11</td>
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**Scope Status**
- Analyze, evaluate, and pilot network security products.
- Roll-out of secure wireless.
- Implement selected network security product(s).
- Select and implement log management tool.

**Budget/Resources Status**

**Sponsor Relationship Status**

**Project Timeline Status**
- Resource contention has delayed this project due to timing of Cognos PoC/Pilot occupying much of the Data Warehouse team's available time.

---

**500 OI: Data Warehouse Virtualization and Linux Migration**

**Project Information**
- Migrate all Data Warehouse environments away from their current Sun Solaris platform and towards a virtualized Linux solution.

**Core Team**
- Project Manager: Mark Silis
- Project Sponsor: DM

**IS&T Organizational Dependencies**
- Dependencies: DM
- Handoffs: DM

**Key Dates**
- Start Date: 7/1/10
- End Date: 12/31/11

**Key Milestones and Deliverables**

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<td>Migrate DW dev environment</td>
<td>8/16/10</td>
<td>1/2/12</td>
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<tr>
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<td>Migrate DW test environment</td>
<td>3/1/11</td>
<td>1/2/12</td>
<td>Overdue</td>
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<tr>
<td>3</td>
<td>Migrate DW production environment</td>
<td>8/11/11</td>
<td>1/2/12</td>
<td>Overdue</td>
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**Scope Status**

**Budget/Resources Status**

**Sponsor Relationship Status**

**Project Timeline Status**
- Resource contention has delayed this project due to timing of Cognos PoC/Pilot occupying much of the Data Warehouse team's available time.
Upgrade Exchange infrastructure to Exchange 2010 server Move Exchange 2007 user mailboxes to 2010

Core Team
Project Manager: Deborah Bowser
Project Sponsor: EVP

IS&T Organizational Dependencies
Dependencies: CS
Handoffs: CS

Key Dates
Start Date: 6/1/10
End Date: 2/1/12

Key Milestones and Deliverables
# Name | Begin | End | Rev. | Status
--- | --- | --- | --- | ---
2 | Test Environment | 6/3/11 | 10/20/11 | 10/20/11 | Completed
3 | Implement support model | 6/3/11 | 11/6/12 | 11/6/12 | Completed
4 | Order New Hardware | 6/1/10 | 6/1/10 | 6/1/10 | Completed
5 | Training | 6/1/11 | 10/27/11 | 10/27/11 | Completed
6 | Communications Plan | 7/5/11 | 10/14/11 | 10/14/11 | Completed
7 | Documentation | 4/1/11 | 10/25/11 | 10/25/11 | Completed
8 | Exchange POs moved to USC | 11/15/10 | 11/5/10 | 11/5/10 | Completed
9 | Install physical servers | 5/13/11 | 5/13/11 | 5/13/11 | Completed
10 | Install Windows Server 2008 R2 | 6/1/11 | 6/1/11 | 6/1/11 | Completed
11 | Install Exchange Server 2010 Enterprise | 6/1/11 | 6/1/11 | 6/27/11 | Completed
12 | Configure Exchange 2010 Mailbox servers. | 6/3/11 | 6/3/11 | 7/13/11 | Completed
13 | Switch owa.exchange.mit.edu to | 10/10/11 | 10/10/11 | 10/10/11 | Completed
14 | Support providers test period | 7/18/11 | 7/18/11 | 10/7/11 | Completed
15 | Break down and uninstall the CCR clusters | 1/31/12 | 2/2/12 | Overdue
16 | Configure F5 rule and install legacy certificate | 7/25/11 | 7/25/11 | 7/25/11 | Completed
17 | Build and Configure Edge servers | 7/12/11 | 7/12/11 | 7/14/11 | Completed
18 | CAS cutover | 10/10/11 | 10/10/11 | 10/10/11 | Completed
19 | Install McAfee on CAS | 7/27/11 | 7/27/11 | 7/27/11 | Completed
20 | Migrate support providers po box | 7/27/11 | 7/27/11 | 10/12/11 | Completed
21 | Set up Test accounts | 7/18/11 | 7/19/11 | 7/19/11 | Completed
22 | Move MIT Community mailboxes to Exchange 2010 | 7/18/11 | 7/19/11 | Completed
23 | Cut over incoming exchange hubs from 2007 to 2010 | 10/31/11 | 1/26/12 | 1/23/12 | Completed
24 | Retire backups for Exchange 2007 | 1/30/12 | 1/30/12 | 1/29/12 | Completed
25 | Moved exchange mailbox data from 3Par storage to EMC | 1/27/12 | 1/27/12 | 1/27/12 | Completed

Scope Status
Community mailbox migration - 10/31 - 2-1-12
Community mailbox moves to date: a/o 12/27/11
Migrated to-date: 10/13: NIST
10/31: HD staff & students, Email/Cal Advisory members and designates
11/3: DITR
11/8: 11/9: IS&T
11/16: ResDev
11/16: Pol Sci
11/28: DUSP/Arch
11/29: OSP
11/29: AMPS
11/30: HR
11/30: MechE
12/5: PSFC
12/5: Center for Energy & Env Policy Research
12/5: Harvard-MIT Division of HST
12/5: Leaders for Global Ops/Systems Eng & Mgmt
12/5: Copy Tech
12/6: Administrative Svcs Org and Materials Science
12/6: Center for Real Estate
12/6: Lemelson
12/6: MIT Energy Initiative
12/6: Picower Inst. Headquarters
12/7: Chisholm Lab
12/7: Physics HQ
12/8: McGovern HQ
12/8: Chemistry
12/8: EAPS
12/12: Office of Dean for Graduate Education
12/12: School of Engineering Headquarters
12/12: Undergraduate Practice Opportunities Program
12/13: Brain & Cognitive Sciences
12/14: Engineering Systems Division
12/15: Center for Biomedical innovation
12/15: Endicott house
12/15: Gabrieli Lab
12/19: VPF
12/20: COFHE
12/20: MITFCU
12/21: Division of Comparative Medicine (DCM)

Budget/Resources Status
Project is on budget.

Sponsor Relationship Status

Project Timeline Status
In order to correct a more critical issue within our SAN environment that supports Exchange and our entire virtualization environment the upgrade was delayed.

Our Exchange failures have been primarily related to failures of the SAN and before moving forward with an upgrade to Exchange server 2010 we need...
Monthly Project Snapshot

502  OI: Identity Life Cycle Management Discovery

Last Updated 4/21/11 8:13:48 AM

Key Milestones and Deliverables

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<tr>
<th>#</th>
<th>Name</th>
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<th>Original End</th>
<th>Rev. End</th>
<th>Task Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Interview IS&amp;T personnel to understand the existing Identity environment</td>
<td>12/1/10</td>
<td>1/31/11</td>
<td>1/31/11</td>
<td>Completed</td>
</tr>
<tr>
<td>2</td>
<td>Create and validate Identity Life Cycle flow chart</td>
<td>1/3/11</td>
<td>2/28/11</td>
<td>2/28/11</td>
<td>Completed</td>
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<tr>
<td>3</td>
<td>Identity Life Cycle Flow Chart Drafted</td>
<td>2/28/11</td>
<td>2/28/11</td>
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<td>Overdue</td>
</tr>
<tr>
<td>4</td>
<td>Brainstorm vision and functionalities within IS&amp;T</td>
<td>3/1/11</td>
<td>5/31/11</td>
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<td>Overdue</td>
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<tr>
<td>5</td>
<td>Develop definition and scope for Identity Life Cycle Management</td>
<td>4/1/11</td>
<td>6/30/11</td>
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<td>Overdue</td>
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<tr>
<td>6</td>
<td>Review progress with IS&amp;T Sr Staff</td>
<td>6/30/11</td>
<td>6/30/11</td>
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<td>Overdue</td>
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<tr>
<td>7</td>
<td>Develop vision and evolving end state</td>
<td>8/1/11</td>
<td>10/28/11</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>8</td>
<td>Create solution plan for FY12/FY13 activities</td>
<td>10/3/11</td>
<td>3/30/12</td>
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<td>Started</td>
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<tr>
<td>9</td>
<td>Develop plan for budget and resources for FY13 projects/activities</td>
<td>11/1/11</td>
<td>6/29/12</td>
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</tbody>
</table>

Project Information

MIT creates, maintains and uses electronic 'Identity' within the community. This project is to understand how it works in general and document 'flow'. This effort will also attempt to develop common definition for MIT electronic 'Identity' to use as well as potential future functionalities. If appropriate, an evolving plan will be developed for FY12/FY13 activities/projects.

Core Team

Project Manager Project Sponsor
Mark Sils

IS&T Organizational Dependencies

Dependencies Handoffs
AS, ES, DM, SE, CS, OI, Admin OI

Key Dates

Start Date 12/1/10 End Date 6/29/12

Timeline Status Scope Status Budget Status Sponsor Status
Current

Scope Status

Budget/Resources Status

Sponsor Relationship Status

Project Timeline Status

Feb 29, 2012

to stabilize our existing environment.

Key learning’s from the BES upgrade and other migration efforts have highlighted the need for a measured approach.

Exchange 2010 Server upgrade = Q4
Mailbox migration = Q1

Milestones:
Configured incoming hub connectors
Configured CAS EWS

Milestones:
1) SCOM Upgrade and Agent install
2) BackupExec upgrade on First node
   a. Upgrade using service account
   "exbackup.service"
3) Edge Build and Configure
4) F5 config for production
5) CAS cutover
6) BES RPC setup access to CAS servers
7) OC11ExBES2 repair
8) Install SP3 on OC11EXBES1
9) TSM on H,C, E
10) Install McAfee on the CAS
### Project Information

**Title:** OI: MGHPCC - MA Green High Performance Computing Center

Massachusetts Green High Performance Computing Center - Five major research institutions in the Commonwealth—BU, Harvard, Northeastern, MIT and UMass—propose to build, with support from the Commonwealth and key industry partners such as Cisco and EMC, a state-of-the-art green data center that will house the most technologically advanced HPC hardware supporting the rapidly increasing computational needs of the academic institutions.

The MGHPCC will provide critical computational capabilities to the Commonwealth’s research community, enabling major advances at the forefront of a broad range of research areas and enhancing the region’s competitiveness to attract and retain top researchers and students to win federal and private financial support.

### Core Team

- **Project Manager:** Taeminn Song
- **Project Sponsor:** Claude Canizares

### IS&T Organizational Dependencies

<table>
<thead>
<tr>
<th>Dependencies</th>
<th>Handoffs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OI</td>
<td>OI</td>
</tr>
</tbody>
</table>

### Key Dates

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>6/1/10</td>
</tr>
<tr>
<td>End Date</td>
<td>2/28/13</td>
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### Key Milestones and Deliverables

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Begin</th>
<th>Original End</th>
<th>Rev. End</th>
<th>Task Status</th>
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<tbody>
<tr>
<td>1</td>
<td>MGHPCC set-up</td>
<td>6/1/10</td>
<td>7/16/10</td>
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<td>Completed</td>
</tr>
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<td>2</td>
<td>Site selection</td>
<td>6/1/10</td>
<td>8/4/10</td>
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<td>Completed</td>
</tr>
<tr>
<td>3</td>
<td>Building Design Opt</td>
<td>6/1/10</td>
<td>8/4/10</td>
<td>8/4/10</td>
<td>Completed</td>
</tr>
<tr>
<td>4</td>
<td>Overarching IT Business Model</td>
<td>6/1/10</td>
<td>6/29/12</td>
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<td>In Progress</td>
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<tr>
<td>5</td>
<td>MIT IT Business Model</td>
<td>6/1/10</td>
<td>6/29/12</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>6</td>
<td>Dem/Site Cleanup</td>
<td>10/15/10</td>
<td>6/30/11</td>
<td>6/30/11</td>
<td>Completed</td>
</tr>
<tr>
<td>7</td>
<td>Construction</td>
<td>1/31/11</td>
<td>11/30/12</td>
<td></td>
<td>In Progress</td>
</tr>
<tr>
<td>8</td>
<td>IT Install &amp; Move In</td>
<td>11/12/12</td>
<td>2/28/13</td>
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<tr>
<td>9</td>
<td>Fiber build-out plan and implementation</td>
<td>9/1/10</td>
<td>5/31/12</td>
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</tr>
</tbody>
</table>

### Project Timeline Status

Timeline has been developed. However, the overall timeline is still fluid based on external factors.

### Budget/Resources Status

The current project cost is estimated at approximately $95M, increased from $83M, based on additional participation by Harvard in membership.

### Sponsor Relationship Status

Claude participates in the Operating Committee as a representative from MIT. The sponsor is currently satisfied with the progress the team has made to date.

---

**Project Information**

**Title:** OI: MITSIS/UA/IDD Infrastructure Upgrades

The project exists to capture the work ongoing in the MITSIS, Undergraduate Admissions, and IDD environments related to upgrading that infrastructure, including:

- Retirement of legacy FS load balancers and migration to newer equipment.
- Retirement of legacy back-end network and bonded network driver.
- Introduction of virtualization.
- Retirement of legacy OS platforms (Solaris and RH4L).

In order to bring these environments into compliance with our current operational standards.

### Core Team

- **Project Manager:** Mark Silis
- **Project Sponsor:** Claude Canizares

### IS&T Organizational Dependencies

<table>
<thead>
<tr>
<th>Dependencies</th>
<th>Handoffs</th>
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<tbody>
<tr>
<td>AS, ES, SE</td>
<td>AS, ES, SE</td>
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### Key Dates

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<tr>
<td>End Date</td>
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### Key Milestones and Deliverables

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<tr>
<th>#</th>
<th>Name</th>
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<th>Rev. End</th>
<th>Task Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Migrate dev (&quot;earth&quot;) tier</td>
<td>7/1/10</td>
<td>10/1/10</td>
<td>10/1/10</td>
<td>Completed</td>
</tr>
<tr>
<td>2</td>
<td>Migrate test (&quot;sea&quot;) tier UA</td>
<td>1/3/11</td>
<td>4/1/11</td>
<td>4/1/11</td>
<td>Completed</td>
</tr>
<tr>
<td>3</td>
<td>Migrate test (&quot;sea&quot;) tier MITSIS systems</td>
<td>1/3/11</td>
<td>5/23/11</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>4</td>
<td>Migrate test (&quot;sea&quot;) tier IDD systems</td>
<td>1/3/11</td>
<td>5/16/11</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>5</td>
<td>Decommission legacy FS and backend network</td>
<td>5/30/11</td>
<td>5/30/11</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>6</td>
<td>Migrate production (&quot;sky&quot;)</td>
<td>6/1/11</td>
<td>8/1/11</td>
<td></td>
<td>Overdue</td>
</tr>
<tr>
<td>7</td>
<td>Virtualize MITSIS DB servers</td>
<td>8/1/11</td>
<td>1/2/12</td>
<td></td>
<td>Overdue</td>
</tr>
</tbody>
</table>

### Project Timeline Status

Timeline for completing migration of test tier slipped approximately one month due to lack of testing resources.
This goal of this project is to explore the use of the BMC Remedy OnDemand Change Management module for use by IS&T O&I. Additional work includes exploration of the Asset Management, Incident Management, Problem Management, and Service Portfolio modules to assess how well they meet our existing needs with an eye towards future implementation.

Having completed our proof-of-concept, we've chosen to move forward with the Remedy tool for managing our change processes, have completed a purchase, and are engaging in implementation tasks.

We've chosen to scope this project very carefully, limiting the official implementation target to the change management module, but doing sufficient due diligence that we will end the project with certainty that we could do deploy the overall product stack if we chose to do so.

Estimated FTE is approximately 0.5 FTE (across a project team of approximately 7 people) for the duration of the PoC.

For implementation, FTE is approximately 1.5 FTE, distributed across all of O&I, as teams are trained and begin to incorporate the tool into their daily work.
## Project Information

**Update service models for Distributed Information Technology Resources including review of Admin desktop renewal and asset disposal process**

### Core Team

- **Project Manager**: Anne Silvester
- **Project Sponsor**: Mark Sils

### IS&T Organizational Dependencies

<table>
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<tr>
<th>Dependencies</th>
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<tr>
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<td>End Date</td>
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## Key Milestones and Deliverables

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<tr>
<th>#</th>
<th>Name</th>
<th>Original Begin</th>
<th>Rev. End</th>
<th>Task Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Implement asset disposal process</td>
<td>7/1/10</td>
<td>9/17/10</td>
<td>Completed</td>
</tr>
<tr>
<td>2</td>
<td>Admin desktop renewal program review</td>
<td>7/1/10</td>
<td>1/3/11</td>
<td>Overdue</td>
</tr>
<tr>
<td>3</td>
<td>Develop new support model for managed desktops</td>
<td>7/1/10</td>
<td>9/21/10</td>
<td>Completed</td>
</tr>
<tr>
<td>4</td>
<td>Move all windows servers currently managed by DITR to Server Operations</td>
<td>7/1/10</td>
<td>9/30/10</td>
<td>Overdue</td>
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<tr>
<td>5</td>
<td>Beta test new support model for managed desktops</td>
<td>10/1/10</td>
<td>12/31/10</td>
<td>Completed</td>
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<tr>
<td>6</td>
<td>Convert all IS&amp;T managed Windows desktops to Win Domain</td>
<td>10/1/10</td>
<td>12/31/10</td>
<td>Overdue</td>
</tr>
<tr>
<td>7</td>
<td>Deploy new managed desktop model to new customers</td>
<td>10/3/11</td>
<td>7/2/12</td>
<td>Completed</td>
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<tr>
<td>8</td>
<td>Begin converting existing customers to new model or a mix where appropriate</td>
<td>8/1/11</td>
<td>7/2/12</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

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### Scope Status

The scope of this project is to; improve efficiencies and customer satisfaction for our desktop support customers, create clear, efficient guidelines for the Admin Desktop Renewal program and initiate secure disposal of all discarded assets.

### Budget/Resources Status

On target

### Sponsor Relationship Status

On Track

### Project Timeline Status

The roll out of the new IS&T model has slipped by 4 weeks.
### Key Milestones and Deliverables

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Original Begin</th>
<th>Original End</th>
<th>Revised Begin</th>
<th>Revised End</th>
<th>Task Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Develop business concepts and possible models</td>
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<td>10/29/10</td>
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<td>Develop/Negotiate contract</td>
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<td>12/31/10</td>
<td>12/31/10</td>
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<td>3</td>
<td>Contract/Agreement on DAS with AT&amp;T</td>
<td>12/31/10</td>
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<td>4</td>
<td>Survey buildings and develop preliminary plan for implementation</td>
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<td>2/28/11</td>
<td>1/31/11</td>
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<tr>
<td>5</td>
<td>Phase 1 Survey and Data Collection</td>
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<td>1/31/11</td>
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<tr>
<td>6</td>
<td>Phase 1 Design and Review</td>
<td>2/1/11</td>
<td>7/29/11</td>
<td>7/12/11</td>
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<tr>
<td>7</td>
<td>Phase 1 Construction and Installation</td>
<td>1/3/11</td>
<td>1/30/12</td>
<td>Overdue</td>
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<tr>
<td>8</td>
<td>Phase 1 On-air Optimization</td>
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<td>2/29/12</td>
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<td>Not Started</td>
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<td>17</td>
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<td>10/31/13</td>
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<td>19</td>
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<td>20</td>
<td>Project Review and Close-out</td>
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<td>12/2/13</td>
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<td>21</td>
<td>HeadEnd Design and Construction</td>
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<td>2/23/12</td>
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</tbody>
</table>

### Project Information

Plan, prepare for and coordinate installation of equipments and network throughout the buildings used by MIT in Cambridge area to provide indoor coverage for cellular and mobile signals.

### Core Team

- **Project Manager**: Taemin Song
- **Project Sponsor**: Terry Stone

### IS&T Organizational Dependencies

- **Dependencies**: OI
- **Handoffs**: OI

### Key Dates

<table>
<thead>
<tr>
<th></th>
<th>Original</th>
<th>Revised</th>
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<tr>
<td>Start Date</td>
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</tr>
<tr>
<td>End Date</td>
<td>8/31/13</td>
<td>12/2/13</td>
</tr>
</tbody>
</table>

### Scope Status

MIT provides project coordination. Installation and maintenance are to be done by the contract party and its vendor.

### Budget/Resources Status

Positive.

### Sponsor Relationship Status

Positive.

### Project Timeline Status

On schedule so far. Very aggressive schedule but AT&T wants to push the limit per their interest and visibility.
### Project Information

**494 OI: Unity Transition**

The project encompasses migrating the MIT Community from legacy Octel and current iPeria and Sylantro users to the new Cisco Unity service for phone and voicemail.

**Core Team**

- **Project Manager**: Dennis Baron
- **Project Sponsor**: Mark Silis

**IS&T Organizational Dependencies**

- **Dependencies**: SE, CS, OI
- **Handoffs**: CS, OI

**Key Dates**

- **Original Start Date**: 1/3/11
- **Original End Date**: 6/30/11
- **Revised Start Date**: 1/3/11
- **Revised End Date**: 8/31/11

### Key Milestones and Deliverables

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<th>Revised Begin</th>
<th>Revised End</th>
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<tr>
<td>1</td>
<td>Install Servers</td>
<td>1/3/11</td>
<td>2/28/11</td>
<td>1/3/11</td>
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<td>System Integration</td>
<td>2/1/11</td>
<td>2/28/11</td>
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<td>Completed</td>
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<tr>
<td>3</td>
<td>Pilot with SESS User</td>
<td>3/1/11</td>
<td>3/31/11</td>
<td>4/28/11</td>
<td></td>
<td>Completed</td>
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<tr>
<td>4</td>
<td>Provisioning and Training</td>
<td>2/1/11</td>
<td>3/31/11</td>
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<td>Overdue</td>
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<td>5</td>
<td>Integration</td>
<td>3/1/11</td>
<td>3/31/11</td>
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<td>6</td>
<td>Email Integration</td>
<td>3/1/11</td>
<td>3/31/11</td>
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<td>7</td>
<td>SESS Transitions</td>
<td>4/1/11</td>
<td>6/30/11</td>
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<td>Overdue</td>
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<td>8</td>
<td>OpenSER Transitions</td>
<td>7/1/11</td>
<td>7/29/11</td>
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<td>9</td>
<td>Sylantro Transitions</td>
<td>5/2/11</td>
<td>8/31/11</td>
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</tr>
</tbody>
</table>

### Project Timeline Status

- Transition from iPeria not expected to be completed until FY12Q1.

### Project Information

**462 OI: Virtual Desktop**

Virtual desktop anytime anywhere, providing efficient and secure support for MIT's administrative and centrally managed academic computing environment.

**Core Team**

- **Project Manager**: Garry Zacheiss
- **Project Sponsor**: EVP

**IS&T Organizational Dependencies**

- **Dependencies**: OI
- **Handoffs**: OI

**Key Dates**

- **Original Start Date**: 10/1/10
- **Original End Date**: 6/30/11
- **Revised Start Date**: 9/1/10
- **Revised End Date**: 12/30/11

### Key Milestones and Deliverables

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<th>Revised Begin</th>
<th>Revised End</th>
<th>Task Status</th>
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<td>Secure VMware licensing</td>
<td>9/1/10</td>
<td>9/30/10</td>
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<td></td>
<td>Completed</td>
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<tr>
<td>2</td>
<td>Complete initial infrastructure and small pilot testing</td>
<td>10/1/10</td>
<td>4/1/11</td>
<td>4/1/11</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Upgrade to VMware View 4.6</td>
<td>3/1/11</td>
<td>3/15/11</td>
<td>3/15/11</td>
<td></td>
<td>Completed</td>
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<tr>
<td>4</td>
<td>Build out future production infrastructure</td>
<td>4/1/11</td>
<td>5/2/11</td>
<td></td>
<td>Overdue</td>
<td></td>
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<tr>
<td>5</td>
<td>Roll out to IS&amp;T internal testers</td>
<td>5/2/11</td>
<td>6/30/11</td>
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<td>Overdue</td>
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<tr>
<td>6</td>
<td>Roll out to community pilot participants</td>
<td>7/1/11</td>
<td>12/30/11</td>
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<td>Overdue</td>
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</tbody>
</table>

### Project Timeline Status

- An additional delay in this project was encountered due to discovering that VMware View 4.5 did not support secure tunneling of PCoIP protocol connections via the View Connection Broker. This support was available in View 4.6; we were able to participate in the beta process for that release, and upgrade our testing environment when it was released.

- Currently we are declaring the initial proof-of-concept a success and building out a new environment to be production with the following changes:
  - Residing on high-end storage to support more simultaneous users.
  - Integrated with WIN (not WIN-DEV) production AD domain.

- with a goal of being able to support 10-20 simultaneous users as part of an IS&T internal pilot.
The IS&T Website Redesign and Service Catalog Project team will hire someone to redesign and develop templates for our website and service catalog in Drupal. The purpose of the site is to help the MIT community understand, get, and use IS&T services. The website will also help to expand the IS&T brand that promotes MIT’s commitment to excellence. IS&T is a service organization. Our website’s look and feel should embody and directly reflect our mission of service provider and our vision of making IT easy for our customers and ourselves. It should support our vision of self-service. It should reflect the major themes of automation, mobility, simplification, de-customization, and removing pain points. The site’s look and feel/design should focus on “What members of the MIT community want from IS&T.” The site design should revolve around the service catalog.

Scope Status
Scope was increased to include analysis of the best location for "How To" and "User Generated" content.

Budget/Resources Status
Moth Design submitted a proposal $85,500. There has been a subsequent increase in scope and budget of $4,500. Bringing the total vendor cost to $90,000. I feel we are still within the original estimate of $125,000 which includes IS&T personnel time. We are examining the option and cost of adding a writing resource to the project.

Sponsor Relationship Status
We feel we have a solid time line although it is extremely light.